



ENUMERATOR'S HANDBOOK

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1. ENUMERATION - WHAT IS IT?

A territorial election has been called and will be conducted under rules set out in the Elections Ordinance. This Manual of instruction explains the parts of the Ordinance that deal with enumeration, that is the preparation of the list of the names of people qualified to vote at the election in the Northwest Territories.

You, the person who will prepare the list, are an ENUMERATOR and the area in which you will work is called a POLLING DIVISION.


Your job is to prepare a list of the name and address of every person who is qualified to vote in your polling division. It is very important that each person who is qualified to vote has his or her name placed on the list so you must take great care in preparing your list so it is as complete as possible.

An enumerator who misses names or adds names that he knows do not belong on the list, may lose all of his pay and risk criminal prosecution. If you work carefully and honestly, you need not worry about these penalties.

Following is an explanation of your duties in the order that they should be done. Fill in the dates in the spaces provided - the returning officer will give them to you.

2. REQUIRED ACTIONS

THE RETURNING OFFICER IS YOUR BOSS. He or she will appoint you and tell you how to do your work. If you have questions, you should look for the answer in this handbook. If the answer is not there,



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ASK THE RETURNING OFFICER (phone collect, if you are at a distance from his office).

● GETTING READY

You will receive from the returning officer your ENUMERATOR'S KIT which is a large brown envelope (E.5) in which you will find your supplies. Make sure that the following are in the envelope by checking them off as you find them.

- ☐ Your APPOINTMENT and OATH OF OFFICE (F.103). Keep the first copy of this form as proof that you have been hired as an enumerator.
- ☐ A notice to the enumerator (F.309)
- ☐ A description of the boundaries of the polling division in which you will enumerate
- ☐ An index book (F.306)
- ☐ 5 notices of enumeration and revision (F.305)
- ☐ Sheets for making copies of the preliminary list (F.303)
- ☐ A specimen preliminary list
- ☐ 2 envelopes (E.5) for returning documents to the returning officer
- ☐ An enumerators' account (F.310)
- ☐ Carbon paper and 2 pens
- ☐ A cardboard cover for posting up the preliminary list (F.307)
- ☐ A clipboard on which to put your index book as you go door to door

- ☐ The oath on the second part of your appointment (F.103) must be sworn before the returning officer or the election clerk or a postmaster, judge, justice of the peace, notary public or Commissioner of oaths. As soon as you have sworn your oath, return it to the returning officer.
- ☐ Complete and sign at least 3 copies of the NOTICE OF ENUMERATION AND REVISION (F.305)
- ☐ Post up 2 of these notices in public places in the polling division in which you will enumerate. (The Elections Ordinance allows you to nail these notices to any wooden fence or to nail or glue them to any post.)
- ☐ Post up the other notice outside your home or office.

● GATHERING THE INFORMATION

WHEN?

Begin your enquiries Monday,, the 35th day before polling day and finish Saturday,, the 30th day before polling day. (Find out those dates from the returning officer and fill them in.)

HOW?

Obtain the names of qualified electors by going from house to house or from any other source you trust. For EACH HOUSE, APARTMENT UNIT OR OTHER DWELLING PLACE, find out the name and address of every qualified elector who lives there. This includes boarders and roomers as well as members of the family and people who are away when you are doing the enumeration but who intend to return. (See the section "Who is a Qualified Elector?", page 9).

If you have been delegated the authority to perform the revision of the list, you will find the following three items in your kit.

- ☐ Revision Instructions
- ☐ 3 copies of statements of changes and additions (F.407).
Keep these supplies in a safe place until it is time to use them. IF ANYTHING IS MISSING, TELL THE RETURNING OFFICER.
- ☐ Form F.134 - Delegation of Authority to Revise the List of Electors.

Complete the following steps:

- ☐ Read the Notice to the enumerator (F.309) found in your enumerator's kit.
- ☐ Study the description of boundaries of your polling division and be sure you understand it. If you do not, DISCUSS IT AT ONCE WITH THE RETURNING OFFICER.
 - You must enumerate, that is put on the list of electors every person who is qualified to vote in every dwelling place within these boundaries.
- ☐ READ this handbook
- ☐ Print your name in full, the name of the electoral district and the polling division number in the blank spaces on the front cover of the index book (F.306).
- ☐ Fill in the following information to help you get in touch with the returning officer when you need to.

Name of Returning Officer

Office Address

Phone



STUDY the section "WHO IS A QUALIFIED ELECTOR?" (page 9).

It is important to know the rules BEFORE you begin since you will enumerate ONLY the people who qualify under those rules.

Print the name and address of every qualified elector in the index book as you work.

- You will see that there is a letter of the alphabet at the top of each page in the index book. An elector whose family name begins with that letter should be printed on that page.
- If you run out of lines for any letter, continue that letter on one of the pages at the back of the book on which there are no letters.

NAME

- The elector must be listed under the family or last name and his or her first name; the one by which he or she is known in the polling division.
- DO NOT GUESS AT THE SPELLING. Ask the elector to spell the name for you if you have any doubts. A name which is not spelled correctly might mean the loss of the right to vote.
- PRINT the family name first, followed by the first name.
For example, SMITH, MARY or MARTIN, PIA - DO NOT USE NICKNAMES,

- List the elector as either M (male) or F (female). DO NOT USE MR., MRS. or MISS.
- The address must be correct and complete, including the postal code.

You must also ask whether there are any electors in the dwelling who are disabled; if there are any, you must ask whether the elector will be able to go into the polling station to vote and if he needs any special facility at the poll in order to cast his ballot. If he cannot go to the poll, advise him that he may vote by proxy and that the returning officer will get in touch with him and give him the details. Be sure to note this information in the columns at the right hand side of the page. DO NOT ASK AN ELECTOR THE NATURE OF HIS HANDICAP OR DISABILITY. YOU NEED TO KNOW ONLY WHETHER A SPECIAL FACILITY IS REQUIRED.

MAKE SURE that you have not missed any dwelling places and that you have not enumerated outside the boundaries of the polling division in which you are supposed to work. INTERFERENCE? *The Elections Ordinance* states that any person who tries to prevent you from doing your work is guilty of an offence. Report any such attempt to your returning officer.

● THE PRELIMINARY LIST

WHEN?

As soon as you have COMPLETED ALL THE DUTIES set out in the section called "Gathering the Information" (page 3) and you are sure that the information is as complete as possible, you may begin making copies of the preliminary list. Remember that you must send or deliver 3 copies of the preliminary list to the returning officer no later than THURSDAY, , the 25th day before polling day.
(insert date)

HOW?



In the left hand column of the index book beginning at the top of the first page with the number "1", place a number before the name of each elector and continue from one page ... 7

to the next until the end of the book. Read through the numbers to make sure they are correct. The last number in the book should equal the total number of names.

☐ Make FIVE copies of the preliminary list in the following way using as many forms F.303 as you need:

- THESE COPIES MUST BE TYPEWRITTEN, unless the returning officer gives you special permission to do otherwise.
- Use the carbon paper that you received in your enumerator's kit.
- Use the specimen list as an example.
- Copy the names on the list in the same order as they appear in the index book: all the "A's" first, then all the "B's", and so on. Be sure to include the consecutive number, name, sex and address of every elector. The family name must come before the first name, for example: "SMITH, DAVID".

☐ Enter the name of the electoral district and the polling division number in the proper boxes at the bottom of the forms.

☐ Check the copies to make sure that:

- Every name in the index book appears on the list, with the same spelling.
- Every elector's name has a consecutive number and the last number on the last page of the list equals the total number of electors.

- ☐ Draw a line from one corner to the opposite corner through any unused space on the last page of each final copy of the list, so that no new names can be added.
- ☐ Sign your name at the bottom of each page certifying that the list is complete and correct.
- ☐ Sign your name in the space provided on the front cover of the index book certifying its corrections.
- ☐ Using one of the brown envelopes (E.5), deliver or send by registered mail to the returning officer THREE copies of the list and your index book. To one of these lists, attach a completed Notice of enumeration and revision (F.305).
DO THIS AS SOON AS YOU HAVE FINISHED YOUR LIST.
- ☐ To the fourth copy of the list, attach a completed Notice of enumeration and revision (F.305) and keep it ready for any interested persons to see at any reasonable time.
- ☐ Make copies of the list with the Notice of enumeration and revision attached and post them up in public places such as the post office, Co-op, Hamlet or Settlement Office.
Complete and send to the returning officer one copy of the ENUMERATION ACCOUNT (F.310). This is the bill for your work - make sure that it is correct. You will be paid an allowance for your services, for attending a course of instruction given by the returning officer (optional), for expenses such as travelling, postage, registration fees and an amount for each name that is properly included in the preliminary list. Your returning officer will tell you what these amounts are. Your cheque will be sent from Ottawa but ONLY WHEN YOU HAVE SIGNED YOUR ACCOUNT FORM.

- SPECIAL PROCEDURE FOR SOME REMOTE POLLING DIVISIONS

Usually, the returning officer will send one copy of the preliminary list to the deputy returning officer in time for use on polling day. In some polling divisions where the mail is slow or uncertain, the returning officer may order you to mail one copy directly to the deputy returning officer. If you think that there is danger of delayed mail service in your polling division, get in touch with the returning officer AT ONCE.

3. WHO IS A QUALIFIED ELECTOR?

- GENERAL RULE

Every Canadian citizen who is at least nineteen years of age, or will reach this age by polling day, and who has lived in the Northwest Territories for at least twelve months prior to the election is a qualified elector.

- HOW TO APPLY THE RULE?

Below are four questions which will help you decide whom you should include in your list. As well you should keep in mind the list of people not qualified to vote (page 13).

WHAT IS HIS AGE?

- He must be at least 19 years old on or before polling day.

- Even if he is not yet 19, but will be on or before polling day, you may include his name on your list.

WHAT IS HIS CITIZENSHIP?

- Only a Canadian citizen may vote at the election.
- If he is not a Canadian citizen but says he will be before polling day, DO NOT ENUMERATE him. Tell him to call the returning officer (collect if at a distance from him).

IS HE A RESIDENT OF THE NORTHWEST TERRITORIES?

- He must have been "ordinarily resident" anywhere in the Northwest Territories for a period of at least twelve months immediately before polling day. "ORDINARILY RESIDENT" and "PLACE OF ORDINARY RESIDENCE" are legal terms used in the Elections Ordinance to refer to the place that a person calls his home - the place to which he intends to return when he is away from it.
- A person can have only one place of ordinary residence at one time. Following are some rules which will help you decide whether a person is ordinarily resident in the polling division in which you are enumerating or not.

WHAT WAS HIS "PLACE OF ORDINARY RESIDENCE" ON THE FIRST DAY OF ENUMERATION?

You should enumerate him only if he meets the age, citizenship and residence requirements and was "ordinarily resident" in the polling division in which you are enumerating on Monday,, the 35th day before polling day.

SEASONAL RESIDENCE

A residence that is used only periodically as a seasonal residence for six months or less is not a place of ordinary residence unless the person living there has no other place to live at the time.

TEMPORARY WORKERS

- A person who is away from his polling division for his regular employment may vote by proxy.
- A person who lives temporarily in a polling division in order to work in his normal occupation at which he earns a living is said to be an ordinary resident in that polling division if:
 - (a) he or she was living there on the date that the election was announced; and
 - (b) he or she will still be there on polling day.

This rule also applies to the husband or wife and children if they are living with the elector and to students who are temporarily employed between academic terms.

LODGINGS, INSTITUTIONS AND HOSPITALS

Lodgings, a hostel, sanatorium, home for the aged, charitable institution or hospital is not a place of ordinary residence unless the person has lived there for at least *ten days* before the first day of enumeration.

A general hospital would not normally be a place of ordinary residence but a hospital for chronic patients might be. The returning officer will advise you as to whom to enumerate in such an institution if you have one in your polling division.

STUDENTS ATTENDING RECOGNIZED EDUCATIONAL INSTITUTIONS

- a *married student* living with a wife or husband or a *single student* living with his family present no problem. The place where he is actually living is his place of ordinary residence.
- If a student tells you that he is on *his own* and that the family home is no longer his home, then his place of ordinary residence is where he is presently living.
- If a student living away from home tells you that the *family home is his home*, DO NOT ENUMERATE HIM. He must be enumerated in the polling division where his family lives. Remind him that he has the right to vote by proxy if he has been enumerated in his family's polling division. He may get more information on proxy voting from the returning officer.

NOTE: If a family in your polling division tells you that one of its members is away from home attending a recognized educational institution somewhere in Canada, be sure to enumerate that person if he is 19 and a Canadian citizen. If you do not, he may lose his right to vote by proxy.

● PEOPLE WHO ARE NOT QUALIFIED TO VOTE AT AN ELECTION

The following people are not allowed to vote at a territorial election and if you know that such a person lives in your polling division, DO NOT ENUMERATE HIM.

- judges of the Supreme Court of the Territories
(found in Yellowknife and Hay River only)
- returning officers
- every person undergoing punishment as an inmate in any prison, jail or lock-up. (A person on full-time parole or awaiting trial is eligible to vote.)
- any person that you know has been disqualified from voting because of a conviction for a corrupt or illegal practice in connection with an election.

4. SOME POINTS TO REMEMBER

- If there is anything you do not understand, DO NOT BE AFRAID to ask the returning officer questions. He or she is there to help you.
- The rules in "*Who is a Qualified Elector?*" will tell you who to enumerate.
- Be sure that the names are spelled correctly and addresses are complete both in the index book and on the list.
- Complete all duties within the times stated in these instructions.

5. PROCEDURES AT A BY-ELECTION

- Your duties as an enumerator at a by-election in the Northwest Territories are exactly the same as they are at a general election.

- The rights of electors to have their names included in the list of electors are the same at a by-election as at a general election.

